

## **Commission Meeting**

January 30, 2003 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

### **MEETING MINUTES**

In Attendance: Paula Brown-Almond, Christine Applegate, Carl Havener, Mildred H. Johnstone, Connie Massie, and George Russell.

Absent: Bob Douglas, Jeannie Jacobs, and Gloria Lofthus

#### **1. PUBLIC COMMENT –**

- 1.1 Michelle Kinner, Child Care Referral & Education: “Brain Development In the Early Years” Training with our own Jeannie Jacobs as the speaker, to be held on February 8 from 9 a.m. to 1 p.m. at the Performing Arts Building at Red Bluff High School. Free of charge to parents and professionals who work with children. Many sponsors helped CCRE bring this Asset Building Approach to our community, some of which include First 5 Tehama, Tehama County Department of Education, Tehama County Local Child Care Planning Council, Northern Valley Catholic Social Services, and Tehama County Head Start.

2. **CONSENT AGENDA** – Commissioner Connie Massie made the motion to approve all items on the consent agenda, seconded by Commissioner Mildred H. Johnstone, motion carried 6-0.

#### **3. REGULAR AGENDA**

- 3.1 **Quarterly Financial Report** – Commissioner Paula Brown-Almond made the motion to approve the Quarterly Financial Report for the second period ending December 31, 2002 as submitted, seconded by Commissioner Mildred H. Johnstone, motion carried 6-0.

#### **3.2 Budget Adjustments:**

- **Auto Purchase** – With the oversight of the County Purchasing Department, the Commission office has completed the research and bidding process for the purchase of a vehicle. Approval of transfer of \$20,000.00 from Account #301900 to account 57605 for commission vehicle and related expenses. The vehicle will be purchased locally as recommended by the Commission.

Paula Brown-Almond made the motion to approve the purchase of a vehicle as selected by the Commission Office following the purchasing process that is approved by the County Purchasing Department and also moves to approve the

transfer of said funds to the appropriate account for this purchase and related expenses, seconded by Carl Havener, motion carried 6-0.

- **Computer Service Contract** - Approval of transfer of \$2,000.00 from Account #301900 to Account #53230 for renewal of Computer Service Contract. Commissioner Carl Havener made the motion to approve the transfer of funds for the renewal of the Computer Service Contract as submitted, seconded by Connie Massie, motion carried 6-0.

### 3.3 Director's Report:

- Continued work on community indicators for local evaluation plan and design. Committee members reviewed preliminary community indicators and recommendations were made. Met with Evaluation Consultant to compile data and information.
- Continued work on database for project data and K-Teacher survey results.
- Continued work with regional media rep in the development of news articles highlighting locally funded projects. Also compiled local information regarding Tehama County and Prop 10 for LA Times article regarding Prop 10's statewide efforts.
- Office is participating in updating Community Report Card.
- Both Commissioner Havener and Director Snider attended the Association meeting in Sacramento this month. Highlights will be presented at Commission meeting. Commissioner Havener expanded on his experiences at the meeting, elaborating on what he learned regarding the budget and county impact and how Commissions are dealing with it within their ranks.
- Participating in Association and Foundation Consortium efforts regarding Family Support and sustaining Family Resource Centers. Also involved in development of local project ideas regarding infant mental health consultation services and the possible integration with Statewide Initiative efforts.
- Dr. Bruce Perry is conducting a workshop in Redding on Wednesday, March 26th. Contact the Commission office for more information.
- CCFC Annual Statewide Conference: April 24-25, 2003 in Garden Grove at the Hyatt Regency Orange County. Conference Topic: FABULOUS FOURS Integrating Systems of Care. Registration cut off date: Tuesday, April 1, 2003. Evaluating travel budget to determine number of Commissioners we can send. Let Commission office know if you are interested in attending.
- Commissioners are invited to attend the 4th Annual Provider Recognition Evening; Saturday, May 3, 2003, 6-9pm at the Elk's Lodge. Please let the Commission Office know if you will be attending.
- Director Snider brought a letter from Teresa Curiel of the Tehama County Department of Social Services, regarding request for letter of support for reduction of 40 hour work week requirement to 30 hours for TANF clients. Commissioners decided that this is not the type of action the Commission can support one way or another and besides it was not previously placed on the agenda therefore would not be officially heard.

- 3.4 Annual Evaluation of Program Director:** Task of Personnel Committee to be completed by February meeting. Personnel Committee: Bob Douglas, Paula Brown-Almond, and Christine Applegate. Commissioner Paula Brown-Almond will contact Commissioner Bob Douglas to begin process. A closed session will be held at the end of the Commission meeting next month. The County Performance Appraisal tool will again be used in the process. Copies will be sent to the Committee as well as to Commissioner Mildred H. Johnstone as requested.
- 3.5 Change April Meeting Date** to April 22 to April 29, 2003 due to conflict with Annual California Children & Families Commission's Statewide Conference.
- 3.6 Project Updates:**

**GRANTEE** ..... **Corning Union High  
School District / Infant and Toddler Center**  
**Grant Type**.....Capital Improvement  
**Site Supervisor** .....Michelle Rosauer  
**Grant Awarded**.....\$ 79,400.00

**Project Description:** Expand Corning Infant and Toddler Center by 16 slots, which provides quality care to infants and toddlers of teenager parents and parents who receive subsidized child care. The program includes parent education and a van to increase access to the center and to supportive services.

**Project Status:** Regarding the child care space issue – All involved parties at the center met and problem solved the child care space issue. They took out a measuring tape and found no problems with amount of space needed for the expanded 16 child care slots. The commission office has begun updating the quarterly reporting process with Michelle Rosauer.

**GRANTEE** ..... **Child Care Referral and Education**  
**Grant Type**.....Direct Services  
**Funding Cycle**.....October 1, 2002 – September 30, 2005  
**Project Coordinator** .....Michelle Kinner  
**Grant Award**.....\$240,000.00

**Project Description:** Provides outreach, support and training activities for license-exempt child care providers and potential Spanish-speaking providers through home visits, mass media outreach, community presentations, workshops, and technical assistance. Will work to increase parents, providers, and community knowledge of the benefits of quality child care, childhood development, and healthy and safe home environments.

**Project Status:**

- Seven Trainings with 3 in Spanish = 25 total participants
- Three Presentations to Agencies
- Open House with 47 Participants including 2 Commissioners
- Michelle Kinner is collaborating with School Readiness efforts in the County; connecting with local schools through correspondence and has attended two meetings. Michelle is also a member of the School Readiness Advisory Committee.

**3.7 School Readiness Initiative:** Advisory Committee Report – The Advisory Committee met Monday, January 27 at 12:30 at the Dept. of Ed in Conference Room E. 5 out of 6 eligible schools are moving forward in the application process: Los Molinos Elementary, Jackson Heights and Metteer Elementary (joint application), Gerber Elementary, and West Street Elementary.

**3.8 PR/Outreach/Media Committee Report:** The Committee recommends fully funding the printing of 3000 English and 1000 Spanish Resource Guides which should cover all families with children 0-5 in Tehama County. Funds currently budgeted for the printing of these guides will be sufficient. The printing and distribution of Resource Guides will be reviewed annually.

The committee also recommended that a letter be developed to direct service providers of children 0-5 regarding the distribution of our Resource Guide. If providers are interested in obtaining the guide, they must submit information regarding their proposed distribution method(s) that would ensure a cohesive concerted effort ensuring maximum distribution without duplication, as guides will already be in the Kits for New Parents. The Commission also recommended that other modes of distribution also be reviewed.

**3.9 Ad-Hoc Commission Membership Committee Report:** It is recommended that Commissioner Connie Massie be reappointed to fill the membership opening. The “at large” members of the commission are appointed by the Board of Supervisors and serve a 3-year term.

Commissioner Carl Havener made the motion approve the recommendation to reappoint Commissioner Connie Massie, seconded by Commissioner Mildred H. Johnstone, motion carried 6-0. Commissioner George Russell will carry this recommendation to the next Board of Supervisors meeting.

**3.10 Fund Allocation Plan:** Draft financial plan assumptions and recommended fund allocation guidelines per the Financial Committee were discussed. Director Snider reviewed the documents produced in collaboration with Nancy Oliva, Financial Consultant, outlining the financial plan strategies through 2013.

The Commission discussed the recommended fund allocation guidelines. It is their desire to maintain an open application process to encourage creativity within applications. Director Snider will bring this information to the next Financial Committee meeting.

**3.11 Commissioner Updates** – Commissioner Mildred H. Johnstone spent last couple of days in Sacramento with Senior Service Financial Budget Group, and she is hearing much the same in the way of changes coming down the pike regarding the State Budget. The belt is only going to get tighter.

### **3.12 Adjourn**

**Next Meeting scheduled for February 25, 2003**

*Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff*